



July 31, 2017

TO: ALL CONCERNED
FROM: 
Nolan P. Espinda, Director
SUBJECT: AMENDMENTS TO COR.10.1B.07: KITCHEN SANITATION

The following are the significant changes to COR.10.1B.07, effective July 31, 2017:

- 1) Changed the policy from "Kitchen Sanitation and Food Handlers" to focus only on "Kitchen Sanitation."
- 2) In Section 2.0, changed it from References and Definitions to References and Forms.
- 3) In Section 2.0, References, added references from U.S. Food Code, HAR Chapter 11-50 (Hawaii Food Code), and ServSafe.
- 4) In Section 2.0, added forms to be used.
- 5) Changed Section 3.0 to Definitions and increased numbering on subsequent sections. Added FDA, Food Safety Hazards, Hazard Analysis and Critical Control Point, Kitchenware, Perishable Food, PPE, RTE Food, Sanitization, Tableware, Time/Temperature Control for Safety Food, Utensil and Warewashing.
- 6) Revised policy to be consistent with U.S. Food Code, HAR Chapter 11-50 (Hawaii Food Code), and ServSafe principles.
- 7) Modified formatting so that it is consistent with other policies.
- 8) Other minor grammar changes.

If you require any clarification, please contact Shelley Nobriga at 808-587-1260 or shelley.d.nobriga@hawaii.gov. COR.10.1B.07 is to take effect on July 31, 2017.

	DEPARTMENT OF PUBLIC SAFETY		EFFECTIVE DATE: July 31, 2017	POLICY NO.: COR.10.1B.07
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES		SUPERSEDES (Policy No. & Date): COR.10.1B.03 (4/21/2005)	
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1.0 PURPOSE

The purpose of this policy is to ensure a sanitary kitchen with proper food storage, handling and preparation, is maintained.

2.0 REFERENCES AND FORMS

.1 References

- a. Department of Public Safety (PSD), Policy & Procedures Manual (P & P), COR.07.16., Food Sanitation and Safety.
- b. PSD, P & P, COR.07.20, Body Fluid Cleanup in Food Service Areas.
- c. PSD, P & P, COR.08.27, Tool/Equipment Control.
- d. PSD, P & P, COR.10.1B.08, Food Service Emergency Contingency Plan (ECP).
- e. Food Code, 2013, U.S. Public Health Service, Food and Drug Administration, U.S. Department of Health and Human Services.
- f. Food Service Manual, September 13, 2011, Federal Bureau of Prisons, U.S. Department of Justice.
- g. Hawaii Administrative Rules (HAR), Title 11, Department of Health, Chapter 50, Food Safety Code.
- h. Hawaii Revised Statutes (HRS) § 26-14.6, Department of Public Safety.
- i. HRS § 353C-2, Director of Public Safety; Powers and Duties.
- j. ServSafe Manager, 6th Edition, 2012, National Restaurant Association.
- k. Supplement to the 2013 Food Code, U.S. Public Health Service, Food and Drug Administration, U.S. Department of Health and Human Services.

.2 Forms

- a. PSD 0551 – Food Temperature Report form (attached).

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- b. PSD 0552 – Refrigeration Temperature Log form (attached).
- c. PSD 8239 – Tool/Equipment Inventory form (attached).
- d. PSD 8519 – Kitchen Self-Inspection Checklist form (attached).
- e. PSD 8520 – Sanitizer Concentration Log form (attached).

3.0 DEFINITIONS

- .1 Evidence trays – Also known as “Dead Man’s Tray” or “Sample Trays” contains a three day sampling of the meals served to the inmates. Chilling preserves the sample trays. The purpose of these trays is to identify the possible causative agent(s) in any breakout of foodborne illnesses. The trays may also be used during kitchen audits to match food actually served to the food listed on the cycle menu for the indicated days.
- .2 FDA – Food and Drug Administration.
- .3 Food Safety Hazards – Biological, chemical, or physical agents which are likely to cause illness or injury in the absence of their control.
- .4 Hazard Analysis and Critical Control Point (HACCP) – A systematic approach to identifying, evaluating, and controlling food safety hazards.
- .5 Kitchenware – Food preparation and storage utensils.
- .6 Perishable Food - Any food of such type or in such condition as may spoil.
- .7 PPE – Personal Protective Equipment.
- .8 RTE Food – Ready to Eat Food.
- .9 Sanitization – The application of cumulative heat or chemicals on cleaned food-contact surfaces that, when evaluated for efficacy, is sufficient to yield a reduction of 5 logs (reducing the microorganisms on a surface by 100,000 times to 1), which is equal to a 99.999% reduction, of representative disease microorganisms of public health importance.

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- .10 Tableware – Eating, drinking, and serving utensils for table use such as flatware including forks, knives, and spoons; hollowware including bowls, cups, serving dishes and tumblers; and plates.
- .11 Time/Temperature Control for Safety (TCS) Food: Any type of foods that require time/temperature control for safety in order to limit the formation of pathogenic microorganism growth or toxin formation. TCS foods include, but are not limited to:
 - a. Meats: Beef, pork, lamb, poultry, fish, shellfish and crustaceans.
 - b. Dairy Products: Milk, and dairy products; shell eggs except for those treated to eliminate *Salmonella* spp.
 - c. Heat Treated Plant Food: Cooked rice, beans and vegetables.
 - d. Other Products: Baked potatoes, sprouts and sprout seeds, sliced melons, cut tomatoes, cut leafy greens, tofu, soy protein, synthetic ingredients such as textured soy protein in meat alternatives, and untreated garlic-and-oil mixtures.
- .12 Utensil – A food-contact implement or container used in the storage, preparation, transportation, dispensing, sale or service of food such as kitchenware or tableware that is multiuse, single-service, or single use; gloves used in contact with food; temperature sensing probes of food temperature measuring devices; and probe-type price or identification tags used in contact with food.
- .13 Warewashing – The cleaning, washing and sanitizing of utensils and food-contact surfaces of equipment.

4.0 POLICY

Food service employees and inmate workers shall comply with the State of Hawaii, Department of Health guidelines and requirements for kitchens to ensure clean and sanitary kitchens and work areas, reduce the possibility of cross-contamination of food, and eliminate the possibility of transmission of food-borne illnesses.

5.0 PROCEDURES

- .1 PSD 8519, Kitchen Self-Inspection Checklist shall be utilized during food service hours, to ensure sanitary and food safe conditions are maintained.

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- a. It is the responsibility of the IFSM to ensure that PSD 8519, Kitchen Self-Inspection Checklist is completed weekly.
- b. The PSD 8519, Kitchen Self-Inspection Checklist shall be kept by the IFSM for one (1) year in paper form and/or electronic copy.

.2 Kitchens and Work Areas:

- a. Food service equipment must meet the American National Standards Institute (ANSI) standard for sanitation safety and be certified or listed by a nationally recognized testing agency. Food contact surfaces of equipment may not be modified after purchase.
- b. The following items will not be used in food service:
 - 1) Sponges.
 - 2) Copper, brass, or pewter in contact with food.
 - 3) Equipment, utensils, or cutting implements not specifically manufactured by the food service industry under accredited safety standards.
 - 4) Wood and wicker, except in the following instances:
 - a) Hard maple or an equivalent hard, close-grained wood may be used for cutting blocks, bakers' tables, and utensils such as rolling pins and doughnut dowels.
 - b) Whole, uncut, raw fruits and vegetables and nuts in the shell may be kept in the wood shipping containers they were received in until used.
 - c) Wooden pallets, dollies, skids and racks may be used to store and transport large quantities of packaged foods received from a supplier in a cased and/or overwrapped lot, and designed to be move by hand, hand trucks and/or forklifts.
- c. A direct connection may not exist between the sewage system and a drain originating from equipment in which food, portable equipment, or utensils are placed.

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- d. Walk-in refrigerator and freezer units:
 - 1) Will be provided with a plastic strip curtain, air curtain, or other means to reduce cold air loss as a person passes through the doorway.
 - 2) Will not be held or propped open at any time.
 - 3) Must have a device that allows the door to be opened from the inside even if locked from the outside.
- e. Lubricants must be certified food grade if they are used on food contact surfaces, bearings and gears located on or within food contact surfaces, or bearings and gears located so that lubricants may leak, drip, or be forced into or on food contact surfaces.
- f. Floors, walls, ceilings, fire sprinklers, smoke detectors, ducts, vents, equipment and gauges shall be in good repair and free from dirt, dust or food particles.
- g. Traps and drains shall be free from odor, standing water and debris.
- h. Chemicals and sharps shall be clearly labeled, secured, inventoried and stored away from food and food preparation areas. The IFSM or Cook III Supervisor shall be responsible for the proper use, control and inventory of kitchen tools. PSD 8239, Tool/Equipment Inventory shall be utilized to inventory kitchen tools, including knives.
 - 1) Kitchen knives are considered Class A tools, and should be kept on a shadow board in accordance with P & P, COR.08.27, Tools/Equipment Control, and in a secured, locked cabinet, cage, or case, which is securely affixed to the floor or wall.
 - a) The shadow board shall be double-locked—in a locked cabinet, cage, or case, which is located in a locked office, room, or closet.
 - 2) All knives/tools shall be inspected and logged at the time they are issued and when the tools are returned.
 - a) An inventory of the knives/tools prior to being issued to workers shall be taken.

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- b) An inventory of the knives/tools upon return to the shadow board shall be taken.
 - c) Knives shall be returned by inmate who was issued the knife. Inmates shall not be allowed to return knives issued to another inmate.
 - d) Knives/tools shall be inspected when issued and returned to verify that the knives/tools are not damaged and/or missing parts.
 - 3) Kitchen knives shall be tethered to the work stations, when in use.
 - a) Kitchen knives shall not be left unattended at work stations even though the knives are tethered to the work station.
- i. Food shall be stored off the floor in closed containers labeled with contents and expiration dates.
- j. Staff and inmate bathrooms shall be clean and properly stocked.
- k. Emergency exits and diagrams are clearly posted in strategic locations.
- l. Garbage is removed from the kitchen at established times during the day and stored for disposal in appropriate receptacles. Receptacles and the area where the receptacles are located are cleaned after every garbage pickup.
- m. Temperatures on hot and cold appliances and equipment are maintained at appropriate temperatures and are logged daily in accordance with public health requirements.
 - 1) PSD 0551, Food Temperature Report form, shall be utilized to record the hot equipment for each meal. The temperature for holding hot foods shall be 135° F or higher.
 - 2) PSD 0552, Refrigeration Temperature Log, shall be utilized to record the temperature of each of the refrigerators on a daily basis.
- .3 Warewashing and Sanitizing:
 - a. Cooking and baking equipment and utensils and food trays shall be properly washed, rinsed and sanitized.

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- b. Chemical manual and mechanical operations, including application of sanitizing chemicals by immersion, manual swabbing, brushing, or pressure spraying, are done using a solution and exposure time as specified by the manufacturer and the material safety data sheet.
 - 1) Utensils and food-contact surfaces of equipment shall be sanitized before use, after cleaning.
 - 2) After being cleaned, equipment food-contact surfaces and utensils shall be sanitized in:
 - a) Hot water manual operations by immersion for 30 seconds in hot water maintained at 171° F or higher; or
 - b) Hot water mechanical operations by being cycled through equipment and achieving a utensil surface temperature of 160° F as measured by an irreversible registering temperature indicator; or
 - c) Chemical manual or mechanical operations, including the application of sanitizing chemicals by immersion, manual swabbing, brushing, or pressure spraying methods, as outlined in HAR §11-50-51.
 - 3) During the course of using sanitizing chemicals and/or soaps, if any of the chemicals and/or soaps are accidentally ingested or come into contact with bare skin, a Material Safety Data Sheet (MSDS) shall be consulted for the proper treatment.
- c. A test kit or device that accurately measures the concentration in mg/L of a quaternary sanitizing solution is provided.
- d. Warewashing machine wash and rinse tanks are equipped with baffles, curtains, or other means to minimize cross-contamination.
- e. The warewashing machine is equipped with a temperature measuring device that shows water temperature in each wash as the water enters the hot water sanitizing final rinse manifold or the chemical sanitizing solution tank.

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- f. The warewashing machine is designed and equipped to automatically dispense detergents and sanitizers, and allows verification by visual means, or a visual or audible alarm, that detergents and sanitizers are delivered to the washing and sanitizing cycles.
- g. A sink with at least three (3) compartments is provided for manually washing, rinsing and sanitizing equipment and utensils. Sink compartments are large enough to immerse the largest equipment and utensils. If the equipment or utensils are too large, a warewashing machine or alternative equipment is used. Alternative manual warewashing equipment may be used when there are special cleaning needs or constraints and such use is approved by the Institution Food Service Manager.
- h. If a warewashing sink is used to wash produce or thaw food, it is to be cleaned and sanitized before and after each use.
- i. When used for warewashing, the wash compartment of a sink, mechanical warewasher, or wash receptacle of alternative manual warewashing equipment, contains a wash solution of one of the following: soap, detergent, acid cleaner, alkaline cleaner, degreaser, abrasive cleaner, or other cleaning agent per the cleaning agent manufacturer's label instructions.
- j. For manual warewashing equipment, the temperature of the wash solution is kept at or above that specified on the cleaning agent manufacturer's label instructions.
- k. The temperature of the wash solution in spray-type warewashers that use hot water to sanitize may not be less than:
 - 1) For a stationary-rack, single-temperature machine, 165° F.
 - 2) For a stationary-rack, dual-temperature machine, 150° F.
 - 3) For a single-tank, conveyor, dual-temperature machine, 160° F.
 - 4) For a multi-tank, conveyor, multi-temperature machine, 150° F.
 - 5) The temperature of the wash solution in spray-type warewashers that use chemicals to sanitize may not be less than 120° F.

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- l. If immersion in hot water is used for sanitizing in a manual operation, the temperature is kept at 171° F or above, and the equipment or utensil is immersed for 30 seconds.
- m. In mechanical operation, the operation of the fresh hot water sanitizing rinse as it enters the manifold may not be more than 194° F, or less than:
 - 1) 165° F for a stationary-rack, single-temperature machine.
 - 2) 180° F for all other machines.
 - 3) However, the maximum temperature of 194° F does not apply to high pressure and temperature systems with wand-type or hand-held spraying devices used for in-place cleaning and sanitizing.
- n. The flow pressure of the fresh hot water sanitizing rinse in a warewashing machine may not be less than 15 pounds or more than 25 pounds per square inch, as measured in the water line immediately downstream or upstream from the fresh hot water sanitizing rinse control valve.
- o. Manual and mechanical warewashing equipment, chemical sanitization – temperature, pH, concentration, and hardness.
 - 1) An iodine solution has a minimum temperature of 75° F, a pH of 5.0 or less (or no higher than the level for which the manufacturer specifies the solution is effective), and a concentration between 12.5 mg/L and 25 mg/L.
 - 2) A quaternary ammonium compound solution has a minimum temperature of 75° F, a concentration as required by the manufacturer's directions on the label, and is used only in water with a hardness no greater than specified by the label.
 - 3) Concentration of the sanitizing solution is determined using a test kit or other device. Test strips will not be saved as a means of determining the tested level.
 - a) The concentration level shall be recorded on PSD 8520, Sanitizer Concentration Log. This log shall be kept by the IFSM for one (1) year. The log may be kept as an electronic copy or hard copy.

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.4 Cleaning of Equipment and Utensils.

- a. Equipment food-contact surfaces and utensils not in use will be clean to sight and touch. Food-contact surfaces of cooking equipment and pans are to be kept free of grease deposits and soil accumulations. Non-food contact surfaces are kept free of dust, dirt, food residue, and other debris.
- b. Equipment food-contact surfaces and utensils shall be cleaned:
 - 1) Before each use with a different raw animal food such as beef, fish, lamb, pork or poultry.
 - 2) Each time there is a change from working with raw foods to working with ready-to-eat foods.
 - 3) Between uses with raw fruits and vegetables, and with TCS food.
 - 4) Before using or storing a food temperature measuring device.
 - 5) At any time during operation when contamination may have occurred.
- c. If used continuously with TCS food, food-contact surfaces and utensils are to be cleaned throughout the day at least every 4 hours, except:
 - 1) In storage, containers of TCS food and their contents are maintained at safe temperatures specified in this policy and containers are cleaned with they are empty.
 - 2) Utensils and equipment are used to prepare TCS food in a refrigerated room and the 4-hour time limit is exceeded.
 - 3) Utensils and equipment are cleaned at the frequency in the following chart that corresponds to the temperature and cleaning frequency based on the ambient temperature of the refrigerated room, and the temperature is checked regularly and documented:

Temperature	Cleaning Frequency
41° F or less	24 hours
>41° F to 45° F	20 hours
>45° F to 50° F	16 hours
>50° F to 55° F	10 hours

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- 4) Containers in serving situations, such as salad bars and cafeteria lines holding ready-to-eat TCS food maintained at safe storage temperatures, are intermittently combined with additional supplies of the same food that are at the required temperature, and the containers are cleaned after the completion of each meal.
 - 5) Temperature-measuring devices are maintained in contact with food, such as a container of deli food or in a roast, held at safe storage temperatures.
 - 6) Equipment is used for storage of food such as a reach-in refrigerator and is cleaned as necessary to prevent soil accumulation.
- d. Surfaces of utensils and equipment contacting food that are not TCS, are cleaned any time when contamination may have occurred, and:
- 1) At least every 24 hours for iced tea dispensers.
 - 2) After each meal for self-service utensils such as tongs, scoops or ladles.
 - 3) In equipment such as beverage/condiment dispensing nozzles and enclosed components of equipment such as cooking oil storage tanks and distribution lines, beverage and syrup dispensing lines or tubes, and water vending equipment, at a frequency specified by the manufacturer.
 - 4) Ice machine storage bins that continually store ice are emptied, cleaned and sanitized per the manufacturer's specifications.
- e. Non-food contact surfaces of equipment are cleaned as necessary to prevent soil accumulation.
- f. Equipment food contact surfaces and utensils are washed to remove soils by manual or mechanical means.
- g. If washing in sink compartments or a warewashing machine is impractical, such as when the equipment is fixed or the utensils are too large, washing is done using alternative equipment such as:
- 1) Brushes, steel sponges or other implements.

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- 2) High-pressure detergent sprayers, low- or line-pressure spray detergent foamers, or detergent-supplied hoses (only if the equipment does not have electrical or gas components).
 - 3) Other task-specific cleaning equipment that does not harm gas or electrical components.
 - 4) And shall be washed in accordance with the following procedures:
 - a) Equipment is disassembled as necessary to allow detergent access to all parts.
 - b) Components and utensils are scraped or rough-cleaned to remove food particles.
 - c) Equipment and utensil are washed as specified in this section hereinabove.
 - h. Washed utensils and equipment are rinsed before sanitizing so that abrasives are removed and cleaning chemicals are removed or diluted by either:
 - 1) Using a fresh water spray with a control nozzle which only sprays rinse water when physically activated, is only used when equipment or utensils have no electrical or gas components, and in three-compartment sink operations with the rinse sink left empty.
 - 2) Other effective means when rinsing equipment or utensils with utility connections, ensuring the process does not harm electrical or gas components.
- .5 Protection of Clean Items
- a. After cleaning and sanitizing, staff will ensure that equipment and utensils are:
 - 1) Adequately drained before contact with food.
 - 2) Air-dried before storage, which may restrict air drying racks designed for specific pans, trays and utensils will be used when possible.

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3) May not be cloth-dried.

- b. Clean, air-dried equipment and utensils are stored covered or inverted. Single-service and single-use articles are stored in a clean, dry location and kept in the original package or stored using other means that protect from contamination until use.
- c. Single-service and single-use kitchenware and tableware, and clean and sanitized utensils are handled, displayed, and dispensed so that contamination of food and lip-contact surfaces is prevented.
- d. Knives, forks, and spoons that are not pre-wrapped shall be presented so that only the handles are touched by staff and inmates employed in food service, if self-service is provided.
- e. Knives, forks and spoons that are pre-wrapped, such as in a napkin, and not individually sealed in plastic, shall be stored in a way that prevents contamination.
- f. A food-dispensing utensil is available for each container dispensed at a self-service unit, such as a buffet or salad bar.
- g. The cutting or piercing parts of can openers shall be kept sharp to minimize creation of metal fragments that can contaminate food when the container is opened.
- h. Surfaces such as cutting blocks and boards, which are subject to scratching and scoring, are resurfaced if they can no longer be effectively cleaned and sanitized, or discarded if not capable of being resurfaced.
- i. The bulk milk container dispensing spigot shall be cleaned and sanitized after each use. Milk containers are used for dispensing powdered, instant milk.

.6 Temperature Measuring Devices

- a. Food temperature measuring devices shall be readily accessible to attain and maintain specific temperatures. A device with a small-diameter probe designed to measure the temperature of thin masses is used to accurately measure temperature in foods such as meat patties and fish filets.

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- b. Cold or hot holding equipment used for TCS food is equipped with at least one integral or permanent temperature measuring device located to allow easy viewing.
 - c. This section does not apply to equipment for which a temperature measuring device is not practical for measuring ambient air because of the design, type, and use of the equipment, such as heat lamps, cold plates, steam tables, insulated food transport containers and salad bars.
- .7 Oven Maintenance and Security
 - a. Maintenance and repairs on ovens are performed only by a staff member from maintenance/facilities or a qualified third-party that is contracted by PSD.
 - b. Oven mechanical/electrical/gas components are secured whenever the oven is not under direct staff supervision.
 - c. The interior of revolving tray ovens is inspected regularly and cleaned to ensure grease does not build up.
- .8 Machine guarding shall be in place during operation. Access panels leading to energized circuits and gas components are secured with a lock or security screws to prevent unauthorized access.
- .9 Deep fat frying shall be done only in equipment specifically designed for it. Tilting skillets or other deep-sided equipment is used only for pan frying and shall contain no more grease than required to keep the cooking surface coated.
- .10 Waste Handling:
 - a. Receptacles for refuse, recyclables, and returnables, and for use with materials containing food residue are durable, cleanable, insect- and rodent-resistant, leakproof and non-absorbent.
 - b. Receptacles and waste handling units for refuse and unclean recyclables are kept covered:
 - 1) Inside food service if they contain food residue and are not in continuous use.
 - 2) With tight-fitting lids or doors if kept outside food service.

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- c. Soiled receptacles and waste handling units for refuse, recyclables, and returnables are cleaned as often as necessary to prevent them from developing soil build-up or attracting insects and rodents.
- d. When using deep fat fryers, or processes that produce large amounts of fats, oils, and grease, recycle these through a local grease rendering or food recycling company. If this is not an option, the fats, oils, and grease are stored in sealed containers and properly disposed of as solid waste. Never dump down drains.
 - 1) Put waste oil from deep fat fryers in a sealed container for recycling. Wipe the fryer with towels and dispose of the towels as solid waste.
 - 2) Empty drip pan contents of grills, roasters, and broilers into a sealed container for recycling. Wipe grease-laden pots and pans with towels and dispose of towels as waste.
 - 3) Excess liquid food products such as syrup, batter, gravy, sauce, and dairy items are handled as solid waste. Never dump these down the drain.
 - 4) Butter and butter by-products: pre-scrape utensils and containers before washing and dispose of non-recyclable materials as solid waste.
 - 5) Dispose of meat scraps and trimmings as solid waste.
 - 6) Pulpers and garbage disposals send unwanted food by-products into the sewer and should not be used.
 - 7) Frequently clean sink strainers and dispose of contents as solid waste. Sinks are not to be used if strainers are removed—this applies to both basin and floor type sinks.
 - 8) Regularly inspect containers used to store recyclable liquids. Store containers in locations where sanitary drains are not located. Each facility Food Service Manager shall develop a spill prevention and cleanup plan that can be implemented promptly.
- .11 In the event of an incident involving bodily fluids, the procedures outlined in PSD COR.07.20, Body Fluid Cleanup in Food Service Areas, shall be followed.

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.12 Rodent and Insect Control:

- a. Areas shall be free from rodents and insects.
- b. Insects, rodents and other pests are controlled by:
 - 1) Routinely inspecting incoming food and supplies.
 - 2) Having the food service staff routinely inspect the department for evidence of pests and report findings to the facility Food Service Manager for reporting to the appropriate department.
 - 3) If pests are found, use trapping devices or other controls.
 - 4) Eliminate harborage conditions.
- c. Insect control devices used to electrocute or stun flying insects are designed to keep the insect within the device. These devices are never installed over a food preparation area or so that dead insects and insect fragments fall on food, equipment, utensils and linens.
- d. Outer openings of the food service areas are protected against insects and rodents by
 - 1) Filling or closing holes and other gaps along floors, walls, and ceilings.
 - 2) Closed, tight-fitting windows, or if the windows are kept open, the windows shall be screened.
 - 3) Solid, self-closing, tight-fitting doors, except:
 - a) Exterior doors need not be self-closing if they are limited-use such as not used except as a designated emergency exit.
 - b) If doors are kept open for deliveries, the openings shall be protected by air curtains to control flying insects.

- .13 After use, mops are to be placed where they can air-dry without soiling walls, equipment or supplies.

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- .14 Brooms, mops, vacuum cleaners, and similar items shall be stored so that they do not contaminate food, equipment, utensils, linens and in a way that facilitates cleaning the storage area.
- .15 Food service shall be kept free of unnecessary items, such as equipment that is nonfunctional or no longer used, and litter.
- .16 Laundering
 - a. Wiping cloths are replaced with clean cloths daily.
 - b. Soiled linens are kept in clean, nonabsorbent receptacles of clean, washable laundry bags and stored and transported to prevent contamination of food, equipment, utensils, and single-service and single-use items.
 - c. Linens are mechanically washed and dried.
 - d. Laundry facilities in food service are used only for items used in food service operations.
 - e. If a mechanical clothes washer or dryer is provided in food service, it is located so that it is protected from contamination and where there is no exposed food, clean equipment, utensils, and linens, or unwrapped single-use or single-service articles.
- .17 The dining area shall be adequate to allow for meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal.
- .18 The food preparation area includes a space for food preparation based on population size, type of food preparation and methods of meal service.
- .19 Toilet rooms will be conveniently located and accessible to staff and inmates during all hours of operation. There shall be at least one toilet room and not fewer than the toilets required by law shall be provided.
- .20 Hand Washing Sinks.
 - a. There shall be at least one hand washing sink to allow for convenient use by staff and inmate workers in food preparation, food dispensing and warewashing areas; and one in or immediately adjacent to the toilet rooms.
 - b. It must be accessible to all staff and inmate workers to use at all times.

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- c. A hand washing sink may not be used for any purpose other than for hand washing.
 - d. If approved, an automatic hand washing facility may be substituted for a hand washing sink.
 - e. If approved, when food exposure is limited and hand washing sinks are not conveniently available, staff and inmate workers may use hand antiseptics to lower the number of pathogens on their skin. If used, the hand antiseptics must comply with the Code of Federal Regulations (CFR) and Food and Drug Administration (FDA), standards.
 - f. When using alcohol-based hand sanitizer:
 - 1) Apply a quarter-sized amount of product to the palm of one hand.
 - 2) Rub hands together.
 - 3) Rub the product over all surfaces of hands and fingers until hands are dry. This process should take at least 20 seconds.
 - 4) Hand sanitizers are not as effective when hands are visibly dirty.
 - g. All hand wash sinks shall have the sign "Please...WASH YOUR HANDS," affixed to the wall above or next to the sink.
- .21 Evidence trays – Also known as "Dead Man's Tray" or "Sample Trays."
- a. Small portions of every item served to inmates shall be collected from each meal, placed in a tray and stored in the refrigerator.
 - b. Each tray is to be marked with the date and time the food was cooked and the time it was stored. Food items on these trays are not for consumption.
 - c. Each tray shall be kept chilled for three (3) days.
 - d. If there is a complaint of food poisoning, the tray(s) shall be set aside and kept chilled until the tray(s) may be turned over to Department of Health officials investigating the food poisoning complaint.

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e. After three (3) days, if there are no complaints of food poisoning, the trays may be disposed of.

.22 The facility safety committee shall conduct inspections of the kitchen, including but not limited to, the equipment, the frozen, refrigerated and dry food storage areas; food preparation areas; serving areas and dining rooms at least monthly with evidence of corrective actions for negative findings.

.23 Emergency exhibits and diagrams shall be clearly posted in strategic locations.


6.0 SCOPE

This policy shall apply to all Food Service Units located in all facilities.

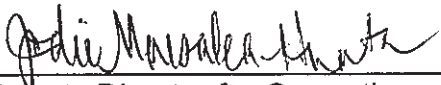
APPROVAL RECOMMENDED:



Medical Director July 31, 2017
Date



Health Services Director July 31, 2017
Date



Deputy Director for Corrections July 31, 2017
Date

APPROVED:



Director July 31, 2017
Date

NOT CONFIDENTIAL

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
FOOD TEMPERATURE REPORT FORM**

Facility: _____ **Site:** _____ **Date:** _____

Meal (Circle One): **Breakfast** **Lunch** **Dinner**

Food Item	FSU				SITE				COMMENTS
	#	Port	Dist	Dist	Arr	Arr	End	End	
	Pans	Size	Time	Temp	Time	Temp	Time	Temp	

FSU STAFF

SITE STAFF

DISTRIBUTION:
Original: EHSO
Copies: Food Service; Satellite

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
REFRIGERATION TEMPERATURE LOG**

Month/Year: _____ **Facility:** _____

Location: _____ **Refrigerator ID #:** _____

Date	Time 1	Temp. 1	Time 2	Temp. 2	Initials	COMMENTS
01						
02						
03						
04						
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**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY**

TOOL / EQUIPMENT INVENTORY

ASSIGNED QUANTITY	CURRENT QUANTITY	DESCRIPTION	REMARKS

SHOP / LOCATION: _____ **DATE:** _____

DEPARTMENT OF PUBLIC SAFETY

Kitchen Self-Inspection Checklist

A self-inspection of the Kitchen shall be conducted once a week.

FOOD

- ☐ Food is from an approved source (licensed food establishment). Food is in sound condition. Food is properly labeled. Foods prepared at home are not used.
- ☐ Upon receipt, foods are checked for proper temperatures, spoilage, contamination, and adulteration. Dented cans are not used, and all food packages are intact.
- ☐ Dry bulk food items such as flour, beans, sugar, etc., are stored in clean, covered, labeled containers with approved dispensing utensils.
- ☐ Food is not stored under unprotected or exposed sewer or water lines.
- ☐ No food, food equipment, or utensils are stored in restrooms/vestibules.
- ☐ All foods, food equipment, and utensils are stored a minimum of 6 inches above the floor.
- ☐ Foods are dated/stored in a manner that ensures "first in, first out."
- ☐ Potentially hazardous/ready-to-eat foods held for more than 24 hours are marked with "preparation date" and "disposition date."
- ☐ Potentially hazardous foods are maintained below 41°F or above 135°F, and frozen foods are maintained frozen at all times. A metal probe thermometer, accurate to + or -2°F, is used to check food temperatures regularly.
- ☐ Foods are cooked to the proper internal temperatures.
- ☐ Cooked/prepared foods are rapidly cooled/reheated to the proper internal temperature and within the proper time frame.
- ☐ Raw foods are stored below cooked and ready-eat-foods.
- ☐ Frozen foods, once thawed, are not refrozen. Frozen food is thawed properly.
- ☐ Food on display, protected from consumer contamination by packaging, sneeze guards, display cases or other effective means.
- ☐ A food-dispensing utensil is available for each container at a consumer self-service unit such as a buffet or salad bar.
- ☐ Unpackaged raw animal food such as beef, lamb, poultry, and fish not offered for consumer self-service.

FOOD SERVICE EMPLOYEES

- ☐ Employees with Food Service Manager's Certification are present in the food establishment and in all food preparation areas at all times during hours of operation.
- ☐ Food service staff wash their hands thoroughly after coughing, sneezing, or any other form of contamination or at anytime during which an interruption in food preparation occurs.
- ☐ Employees infected with a disease or symptoms that can be transmitted by food (including open sores) are either sent home or restricted to non-food contact activities.
- ☐ Employees do not smoke or eat in the food preparation area. Drinking cups or glasses must be covered and contain a type of drinking straw or device that is handled in a manner to prevent contamination.
- ☐ Food service workers do not touch foods with their bare hands unless written, approved procedures are in place. Otherwise, single-use gloves and/or suitable utensils are used to handle foods.
- ☐ Food service workers working with a highly susceptible population do **not** contact food with the bare hands.
- ☐ No cross contamination of raw/cooked/other foods.
- ☐ No jewelry is permitted when handling food. Only a plain, band-style ring is permitted. No false nails or nail polish is allowed. Nails must be maintained clean and trimmed.
- ☐ Employees are wearing clean outer garments, and all kitchen employees are wearing effective hair restraints.
- ☐ Personal belongings are stored in a separate, designated area away from food and equipment.

WATER AND PLUMBING

- ☐ All sinks must have sufficient hot and cold water under pressure. Hand sinks must have hot water at least 100°F, and utensil-washing sinks must have hot water at least 110°F.
- ☐ All drains are working properly, and plumbing is maintained in good repair.

EQUIPMENT AND UTENSILS

- ☐ Equipment is adequate to maintain product temperature.
- ☐ A high-temperature dishwashing machine reaches a wash cycle temperature and final rinse temperatures listed in manufacturer's specifications. If a low-temperature dishwashing machine is used with a chemical agent, the temperature and the chemical concentration must be up to the manufacturer's specifications. Mechanical dishwashing and sanitizing at () ppm/temperature.

- ☐ A manual three-compartment utensil-washing sink (wash, rinse, sanitize, air-dry) must contain an approved sanitizer. Manual dishwashing and sanitizing at () ppm/temperature.
- ☐ Test kits, thermo-labels, thermometers must be available to test sanitizing methods. Dish baskets or racks that allow for complete immersion must be available at sinks when hot water is used for sanitization.
- ☐ There is no evidence of food residue on cleaned and sanitized equipment and utensils.
- ☐ No cracked or chipped dishes, glasses, or utensils are present.
- ☐ Proper storage procedures are followed when storing cleaned and sanitized equipment and utensils.
- ☐ All equipment is maintained in a clean, sanitary condition and approved by the Department of Health, Sanitation Branch.

SEWAGE/WASTE WATER DISPOSAL SYSTEM

- ☐ Proper disposal.

HANDWASHING FACILITIES

- ☐ Hand sinks are adequate and accessible.
- ☐ Hand sinks are provided with soap and paper towels or other approved drying devices.
- ☐ Hand washing signs are posted at all hand sinks.

FLOORS, WALLS, and CEILINGS

- ☐ All floors, walls, and ceilings are maintained clean and in good repair (including attachments – vents, mop sinks, etc).

TOILET FACILITIES

- ☐ ALL hand sinks are equipped with hand-cleaning soap, paper towels or hand-drying device, warm water, and a conveniently located waste receptacle.
- ☐ All restrooms must have at least one covered waste receptacle and toilet tissue.
- ☐ Hand washing signs must be posted.
- ☐ Toilets/toilet rooms must be clean, in good repair, and free of objectionable odors.

LIGHTING AND VENTILATION

- ☐ Adequate lighting must be provided in food preparation and storage areas.
- ☐ All lights must be covered with a shatter resistant covering.

- ☐ Ventilation must be sufficient to prevent grease and condensation from accumulating on walls and ceilings.
- ☐ Ventilation filters must be kept clean and free of build-up (dust, grease, etc.).

PEST CONTROL

- ☐ Facility is free from insect and pests or evidence of insect/rodent activity.
- ☐ Openings to the outside are protected against the entrance of insects and rodents.
- ☐ Only pesticides approved and registered by governmental authorities are used at the establishment.

TOXIC MATERIALS

- ☐ Toxic materials are properly labeled/stored/used.

GARBAGE

- ☐ Food preparation and storage areas are clean and free from trash and food residue.
- ☐ Dumpsters located outside are closed, have a drain plug, and are stored on an easily cleanable surface such as concrete or machine-laid asphalt.
- ☐ Dumpsters have proper enclosure. They are not visible from the street.

NOTICES/DOCUMENTATION POSTED/PROVIDED

- ☐ "No smoking" signs posted within establishment and at every entrance?
- ☐ Employee health policy requires that food employees and applicants report to the person in charge, information about their health and diseases transmitted by food.
- ☐ Written consumer advisory at establishment serving or selling raw or partially cooked animal protein or seafood that informs consumers of the significantly increased risk of consuming raw or partially cooked animal protein and seafood?
- ☐ Written fish freezing records readily available and maintained for 90 days at establishments serving raw or partially cooked fish?
- ☐ Shellfish fish tags retained for 90 days from the date the container is emptied?
- ☐ Heimlich Maneuver Poster (Choking) and sanitation posters posted and in good condition?
- ☐ Food Establishment's Operating Permit is current and posted in public view?
- ☐ Food Service Manager's Certification is current and posted in public view?

- ☐ Retail Frozen Desserts Establishment permit is current and posted in public view?
- ☐ Sulfite warning posted.
- ☐ Copy of last inspection report available?
- ☐ Written records kept for potentially hazardous foods using time only as a public health control?
- ☐ Approved HACCP plans on premises when specialized processing methods are used?
- ☐ Sign stating, "Operation of establishment without a certified manager present is unlawful" posted?
- ☐ A conspicuous sign instructing the customer on the proper dispensing procedures is posted in the immediate bulk food display area?

SUBSTANTIAL HEALTH VIOLATIONS: *These are violations of such a direct and substantial impact to public health that the violation must be immediately corrected or the health officer will require the closure of the food establishment.*

- NO WATER
- NO HOT WATER
- NO ABILITY TO SANITIZE
- SEWAGE BACK UP
- POWER OUTAGE
- PEST INFESTATION
- NO/EXPIRED FOOD DEALER'S PERMIT

SERIOUS HEALTH VIOLATIONS: *These health violations have a direct impact on public health and must be corrected immediately or within 24 hours. Serious items may, as a group, lead to the closure of a food establishment if not corrected (i.e., **temperature problems, filthy food contact surfaces, remodeling without plans, improper sanitization, food from unapproved sources, adulterated food, no certified manager on duty**, etc).*

GENERAL HEALTH VIOLATIONS: *These health violations require the attention of the operator in a timely fashion. Though not having an immediate impact on public health, they may lead to or contribute to more serious health violations (i.e., **construction violations, no effective hair restraints, use of fingernail polish/jewelry/false nails, inadequate lighting**, etc).*

DEPARTMENT OF PUBLIC SAFETY SANITIZER CONCENTRATION LOG

Use appropriate test strips to check for proper chemical concentration.

Facility/Location: _____

[illegible]